



# USAID

FROM THE AMERICAN PEOPLE

## TraiNet/VCS Newsletter

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USAID/EGAT/ED, PARTICIPANT TRAINING TEAM

### News

## VCS and TraiNet Updates... AGAIN!

**VCS:** On June 21<sup>st</sup> an announcement was made to the TraiNet/VCS community regarding updates to the Department of Homeland Security's SEVIS system. On Monday, June 27<sup>th</sup> SEVIS and VCS changes went live. The SEVIS updates resulted in the following changes in the VCS:

- Changes to biographical information (except country of residence) will be allowed prior to validation (see previous newsletters at <http://usaidtraining.devis.com/Newsletters> for important announcements regarding validation). This will make it much easier to correct errors on DS-2019s before the training begins.
- When there is non-USAID funding of type "Other" (as opposed to Host Country Government), the Verifier will need to enter the name of the other institution providing the funding.
- Changes to funding information will be allowed prior to validation.
- Changes to training provider information will be allowed prior to validation.
- Department of State has updated the lists of birth, residence and citizenship countries.
- Cancellations and completions will now be sent to SEVIS for processing.

**TraiNet/Web v. 1.9 & 1.10:** The following features have been added:

- New or updated user roles:
  - System Administrator: will be able to add new users and select a particular site to assign to the user. They can add and edit sites. System Administrators will not be able to edit data.
  - Site Administrator: must be in a USAID mission and will be able to add/edit top tier data.
- Program and top tier lists now have bi-directional sorting.
- View Shared Data screens have a show/hide list of sites and organizations that have shared data with your site.
- On the Manage Groups page, residence country now displays.
- Added a new feature to reuse provider addresses in the wizards.
- The *I forgot my password* link on the login page will allow users

### Hints & Tips

#### New Help Desk Phone System

The TraiNet/VCS Help Desk has a new automated phone system. You will now be greeted by an automated message, at which time you'll have the choice of speaking with support staff regarding an immigration or policy issue, or a TraiNet/VCS system issue. Or, you can leave a message if the call is outside the normal operating hours of 07:00 - 19:00 US EST.

#### Reminder to Departing VCS Approvers and Verifiers

Verifiers and Approvers: please be aware that the USAID TraiNet/VCS Help Desk must maintain an up-to-date list of all users who have accounts on the Visa Compliance System. If you are leaving your post and will no longer be carrying out the responsibilities of your VCS role, please notify the Help Desk immediately at [jvisa@devis.com](mailto:jvisa@devis.com). Additionally, if you are an Approver who receives the DS-2019 forms for your mission, please indicate which alternate will now assume that responsibility; otherwise, DS-2019 forms could get delayed if they arrive at the mission addressed to an Approver who has already left post.

#### Hint: Changing passwords in the VCS

The Help Desk receives frequent requests by Approvers and Verifiers to reset passwords for their VCS accounts. Problems logging into the VCS usually result from one of two situations: a) the user has not logged into the system for more than 90 days, or b) three failed login attempts. Both of these scenarios will cause the user account to be locked. You may request a new password by emailing the TraiNet/VCS Help at [jvisa@devis.com](mailto:jvisa@devis.com). It will be sent in a

who have forgotten their passwords to have a new system generated password sent to them.

- Site-defined fields have been added. This gives USAID mission site administrators the capability of collecting additional program information from programs that are linking to their top tier data. All fields will be in the form of question/answer. All site-defined data is considered to be required.
- Multiple training component capability.
- Component name is initially generated using Training Type and Start Date - This happens via the create program wizard as well as the create component wizard.

## The “Other” Required Fields

What are all the required fields you need to enter into TraiNet Desktop or TraiNet Web in order to fulfill the requirements of ADS-253, ADS-252, or reporting, as requested periodically by USAID/Washington or other government agencies? The following list should be your guide:

- All fields in TraiNet Web or Desktop versions marked as required for minimum data entry.
- All fields in ADS-253 marked as required for minimum data entry of in-country training.
- All fields required for US training: see <http://usaidtraining.devis.com/FAQs/USTraining/> and look at the first FAQ, "...What visa data is required in TraiNet"
- The following fields for USAID/Washington reporting:
- Top-tier data:
  - All missions should maintain a list of their Strategic Objectives (SOs) and Activities.
  - Maintaining the status of the SOs and Activities is helpful to the partner organizations who link their programs to that data.
- Training Programs:
  - All partner organizations should link their programs with an SO and Activity.
- Exchange Rate (only for TraiNet Desktop): all program budgets entered in local currency should have an exchange rate amount entered in the Exchange Rate field.
- Country of residence for all training groups entered for in-country training programs.
- Return Status on the Trainee Information screen.

For questions or information regarding any of the TraiNet products, or the Visa Compliance System, please contact the Help Desk at [jvisa@devis.com](mailto:jvisa@devis.com), or phone +1.703.527.4340.

separate email. After logging into the VCS with the new password, the user will be required to immediately change it before accessing any participant or program data. Password guidelines can be found at the bottom of the login screen.

When changing your password and logging in, keep these important items in mind:

1. Use the guidelines at the bottom of the *Change Your Password* screen.
2. Use either the Tab key or the mouse to move from field to field. Do not use the ENTER key. This will cancel the login operation.
3. Passwords and usernames are case-sensitive.

### TraiNet - Updating Return Status

Many of you may have received emails recently requesting that you update the return status field of participants in TraiNet and retransmit your data to the central training data repository in Washington, DC.

It is important that Trainee return status now be maintained as part of the required fields for U.S.-based training (see The “Other” Required Fields to the left). Devis has updated its documentation and Frequently Asked Questions to reflect this change. Thank you to all those who responded so quickly to our recent email request.

### New TraiNet Web Documentation Forthcoming

For those of you new to TraiNet Web, we apologize for the dated documentation. We will be posting new documentation in the near future on our web site at <http://usaidtraining.devis.com/Documents>. Stay tuned for an announcement.